

## **VOLUNTEER SERVICE, IOWA COMMISSION ON[817]**

### **Notice of Intended Action**

#### **Proposing rule making related to future ready Iowa volunteer mentor program and providing an opportunity for public comment**

The Iowa Commission on Volunteer Service hereby proposes to adopt new Chapter 13, “Future Ready Iowa Volunteer Mentor Program,” Iowa Administrative Code.

#### *Legal Authority for Rule Making*

This rule making is proposed under the authority provided in 2018 Iowa Acts, chapter 1067, section 6.

#### *State or Federal Law Implemented*

This rule making implements, in whole or in part, 2018 Iowa Acts, chapter 1067.

#### *Purpose and Summary*

The purpose of this proposed rule making is to implement the Future Ready Iowa Volunteer Mentor Program. The Future Ready Iowa Volunteer Mentor Program is designed to support implementation of the Future Ready Iowa Skilled Workforce Last-Dollar Scholarship Program and the Future Ready Iowa Skilled Workforce Grant Program created in 2018 Iowa Acts, chapter 1067, by matching volunteer mentors with scholarship and grant recipients. The Volunteer Mentor Program is a voluntary program for scholarship and grant recipients that is designed to provide mentors to help recipients increase success in school and make meaningful career connections.

#### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

#### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

#### *Waivers*

Any person who believes that the application of the discretionary provisions of this rule making would result in hardship or injustice to that person may petition the Commission for a waiver of the discretionary provisions, if any.

#### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making. Written comments in response to this rule making must be received by the Commission no later than 4:30 p.m. on July 9, 2019. Comments should be directed to:

Adam Lounsbury  
Iowa Commission on Volunteer Service  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Email: [adam.lounsbury@iowaeda.com](mailto:adam.lounsbury@iowaeda.com)

### *Public Hearing*

A public hearing at which persons may present their views orally or in writing will be held as follows:

July 9, 2019  
11 a.m.

Central First Floor Conference Room  
Economic Development Authority  
200 East Grand Avenue  
Des Moines, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Commission and advise of specific needs.

### *Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making action is proposed:

Adopt the following new 817—Chapter 13:

### CHAPTER 13 FUTURE READY IOWA VOLUNTEER MENTOR PROGRAM

**817—13.1(15H) Purpose and program description.** The purpose of the future ready Iowa volunteer mentor program is to match volunteer mentors with student mentees and to support implementation of the future ready Iowa skilled workforce last-dollar scholarship program and the future ready Iowa skilled workforce grant program created in 2018 Iowa Acts, chapter 1067, sections 12 and 13. The future ready Iowa volunteer mentor program is an optional program for recipients of these scholarships and grants and is designed to provide mentors to help recipients increase success in school and make meaningful career connections. The Iowa commission on volunteer service will manage this statewide program by partnering with employers, local high schools, nonprofits, local eligible institutions of higher education and others to develop mentoring cohorts.

### **817—13.2(15H) Definitions.**

“*Commission*” means the Iowa commission on volunteer service.

“*Eligible institution*” means an institution meeting the requirements outlined in 2018 Iowa Acts, chapter 1067, section 12.

“*Grant program*” means the future ready Iowa skilled workforce grant program outlined in 2018 Iowa Acts, chapter 1067, section 13.

“*Last-dollar scholarship*” means the future ready Iowa skilled workforce last-dollar scholarship program outlined in 2018 Iowa Acts, chapter 1067, section 12.

“*Program*” means the future ready Iowa volunteer mentor program as defined in 2018 Iowa Acts, chapter 1067, section 6.

“*Student mentee*” means a student who has elected to participate in the program, has agreed to program expectations, and has been matched with a volunteer mentor through the program. Student mentees must meet the criteria in 2018 Iowa Acts, chapter 1067, sections 12 and 13.

“*Volunteer mentor*” means an adult who has applied to be a mentor, has met the screening guidelines, has attended mentor training, has committed to meeting with the mentee according to program guidelines, and has been matched with a mentee in the program.

**817—13.3(15H) Program standards, guidelines, and expectations.** The commission will maintain on its website standards, guidelines, and expectations for a productive and appropriate relationship between volunteer mentors and student mentees. Standards, guidelines, and expectations are aimed at helping students meet the last-dollar scholarship or grant program requirements, identify work-based learning opportunities, and make career-related connections that are advantageous to participants in the program through a healthy mentor-mentee relationship. Failure to adhere to the program standards may result in ineligibility to participate in the program. To the extent possible, volunteer mentors and student mentees will be matched based on gender, career aspirations, geography and mentor-to-mentee ratio.

**817—13.4(15H) Mentor/mentee agreement.** All volunteer mentors and student mentees must complete and sign a written agreement issued by the commission as part of the program enrollment process. Agreements will include expectations on regular communication, appropriate conduct, utilization of the online platform and participation in any training or resources offered to improve the efficacy of the mentor-mentee relationship. Failure by either party to adhere to the agreement may result in dismissal from the program.

**817—13.5(15H) Mentor request and application process.**

**13.5(1) *Mentor request process.*** Students may request a volunteer mentor through the commission’s website or partner agencies, including through referrals from high schools and eligible institutions. Eligible institutions must collaborate in the facilitation of this subrule by providing information on the mentor request process to all students who meet the criteria of 2018 Iowa Acts, chapter 1067, sections 12 and 13.

**13.5(2) *Mentor application process.*** Prospective mentors should apply to be a volunteer mentor through the commission’s website or through high schools, eligible institutions, or partner agencies or employers. These partner agencies may also enlist employers and other partners to help make direct mentoring connections with local mentoring cohorts. Prospective mentors must complete an application, consent to an Iowa division of criminal investigation criminal background check, attend orientation training and agree to the minimum commitment and guidelines outlined in the mentor/mentee agreement.

**817—13.6(15H) Subrecipient award process.** If the commission deems it necessary, the commission may seek subrecipients to carry out components of the program through the commission’s regular grant program application processes. The commission may also work with partner state agencies to assist in the administration of this chapter.

These rules are intended to implement 2018 Iowa Acts, chapter 1067, section 6.